

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PROGRAM COORDINATOR**

**1. JOB TITLE:** PROGRAM COORDINATOR

**2. DEFINITION:** The Program Coordinator plans, organizes, initiates and supervises a diverse recreational program on a basis appropriate for all age groups. Duties include coordinating and monitoring programs and activities conducted at community centers, greenways, parks, playgrounds, gyms, athletic fields and other sites within the City. Assigned duties are performed under the direction of the Deputy Director. All employees are responsible to the City Manager. Directions given range from general to specific. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act; as having no significant occupational exposure to bloodborne pathogens and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, random, post-accident, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee operates telephones, copy machines, personal computers and other modern office equipment; concession equipment; recreational equipment such as ball pumps and sound systems; hand tools such as scissors, paper cutters and other arts and crafts equipment; and a motor vehicle.
- b. The employee works both indoors and outdoors at a variety of recreational facilities and may be exposed to inclement weather. The employee may be exposed to loud noises, paints, glues and other arts and crafts materials. All City buildings and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Plans, organizes, initiates, schedules, monitors and supervises a comprehensive recreational/educational program for all ages including, but not limited to, indoor and outdoor recreational programs, special events, senior citizens' programs, community activities and camps with the ability to drive an automobile for the purpose of traveling from one activity to another.
- b. Coordinates with the Deputy Director and other Division Coordinators to establish programming goals.
- c. Coordinates recreational activities with other departmental staff, outside groups, clubs or other agencies for the purpose of providing programs and activities for the public.
- d. Supervises, trains, advises and evaluates staff in the performance of their specific functions.
- e. Submits budget requests to the Deputy Director.
- f. Advises programming staff of City and MPRD policies and procedures and sees that they are carried through.
- g. Makes recommendations for new programs, activities and/or special events.
- h. Maintains accurate records and reports.
- i. Makes recommendations for hiring part-time employees and volunteers to the Deputy Director.
- j. Promotes, organizes and stimulates a good working relationship with the community.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Assists in receipting and accurately balancing money as received through the collection of fees.

- b. Prepares and delivers speeches to interested groups, publicizes the activities and performs other public relations work on behalf of the Parks and Recreation Department's Programming Division. Includes public service announcements, flyers and brochures.
- c. Represents the Department at conferences and public meetings where recreation programs are involved as specified.
- d. Serves on various boards, advisory groups and committees as assigned.
- e. Performs other duties and special projects as assigned.

**6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must pass pre-employment drug/alcohol screen.
- c. Must have legal authorization to work in the United States.
- d. Education equivalent to that represented by graduation from an accredited 4-year college or university with major emphasis in Recreation, Health Physical Education, Recreation and Safety or related field required.
- e. Experience in planning, organizing, initiating and supervising recreational activities and programs is preferred.
- f. Ability to work an erratic work schedule with some overtime, weekend and holiday work required.
- g. Possess a driver's license valid in the State of Tennessee with the ability to safely operate an automobile.
- h. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- i. Must have experience in organizing, supervising and conducting recreation programs in a variety of areas and age groups.
- j. Ability to schedule and conduct recreational programs in a community center facility for all ages, interest and abilities.
- k. Certification by the Tennessee Recreation and Parks Association is preferred.
- l. Ability to work with all ages – preschool through senior citizens.
- m. Ability to manage personnel and to coordinate the efforts of other related agencies within the community.
- n. Knowledge of arts and crafts, athletics and other recreational activities is preferred.
- o. Ability to follow and give oral and written instructions.
- p. Ability to report on time for work and notify the appropriate individual in advance if unable to work.
- q. Ability to establish and maintain an effective working relationship with other employees and the public.
- r. Ability to perform the duties of the job for an entire workday.
- s. Ability to perform a variety of tasks simultaneously or in rapid succession.
- t. Ability to concentrate and accomplish tasks despite interruptions.
- u. Ability to concentrate and accomplish tasks despite interruptions.
- v. Must not have been convicted of a felony, or of a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substance nor pled no contest or nolo contendere to either.

Non-Exempt  
 Safety Sensitive  
 August 25, 2005